

## **TOWN OF COTTAGE GROVE - CODE OF ORDINANCES**

### **CHAPTER 07 - FEES AND BONDS**

#### **07.01 SCOPE**

##### **(1) FEES**

(a) All fees established throughout the code of ordinances of the town, shall be submitted to the town clerk's office along with a completed application; as specified in the appropriate ordinance section. No application will be processed until all fees are received by the treasurer.

(b) The fees established throughout the code of ordinances of the town, are in addition to any fees specified elsewhere; and shall be paid to the town treasurer in US currency, money order or check payable to: the Town of Cottage Grove. An itemized receipt shall be provided for all currency received.

(c) Any fee established by the town board, which is in effect at the time of application for a license or permit, shall remain in effect for the entire term of the license or permit, provided the application is approved. In the event a re-application is made, the established fee which is in effect at the time of the re-application shall be considered the appropriate fee.

##### **(2) BONDS**

[Text to be developed.]

##### **(3) FEE REVIEW**

(a) All fee and bond schedules specified in the code of ordinances of the town, shall be reviewed annually by the town board during the budget development process. Any changes deemed to be necessary during this process, shall be presented in detail at the annual budget hearing specified in s. TCG 03.02(3)(a), and adopted along with the annual budget, without the need for further action by the board. Any changes in such fees adopted as part of the annual budget shall not require ordinance amendment.

(b) All fees set forth in TCG 7.02 below are current as of 2001 and may be changed under sub (a) above or by resolution of the town board without amendment of this ordinance. Any fee or bond schedule specified in the code of ordinances of the town, may be reviewed and amended by the town board at any time, outside the annual budget review process.

(c) Any fee specified in the code of ordinances of the town, which is dependent upon a fee established by another authority having jurisdiction may be amended by resolution of the town board within 60 days of the town clerk receiving official notice that the basic fee has been revised.

##### **(4) FEE REFUNDS**

The town board may refund any fee specified in the code of ordinances of the town, which was received with an application; provided the applicant requests the refund in writing prior to the start of processing of the application, and the activity applied for is abandoned.

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### **(5) EFFECTIVE DATE**

This section shall take effect upon passage and publication.

## **07.02 FEE SCHEDULES**

### **(1) HANDLING FEES**

The town may charge a handling fee, determined at \$5.00 per hour, with a minimum fee of \$5.00, in addition to any other fee specified in the code of ordinances of the town; to offset any extraordinary administrative costs.

### **(2) PHOTOCOPYING FEES**

Unless otherwise specified in the code of ordinances of the town, a photocopy fee of \$0.25 per page may be charged.

### **(3) PLAN REPRODUCTION FEES**

A fee of \$5.00 per plan page may be charged for all sheets sized in excess of the capacity of the town copy machine. Plan sheets sized for use on the town copy machine, may be charged the normal photocopying fee.

### **(4) COMPUTER INFORMATION FEES**

Unless otherwise specified in the code of ordinances of the town, information from computer files is available for the costs incurred in generating the data requested.

### **(5) MAILING LIST AND POLL LIST FEES**

Unless otherwise specified in the code of ordinances of the town, the fee for mailing lists or poll lists shall be \$25.00 for the first 1,000 names and \$5.00 for each 1,000 names thereafter. This fee shall be doubled, if gummed labels are requested.

### **(6) SPECIALIZED PLOWING OPERATIONS FEES**

Unless otherwise specified in the code of ordinances of the town, the fee for specialized plowing services shall be \$50.00 per hour; with a minimum fee of \$50.00.

### **(7) OVERWEIGHT PERMIT FEES**

Unless otherwise specified in the code of ordinances of the town, a fee of \$20.00 per power unit, shall be paid to the town; in addition to any fee specified in s. 348.25, Stats., which is paid to the Wisconsin department of transportation.

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### (8) TOWN HALL AND FLYNN HALL USE PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the town, a "user" fee of \$100.00 shall accompany the permit application for use of the town hall or Flynn hall facilities; by other than recognized civic organizations.

(b) In addition to the fee specified in (a), a refundable "clean-up" deposit of \$50.00 shall accompany all permit applications. This deposit may be returned; provided the facilities are cleaned to the satisfaction of the town clerk or designee, following the function.

### (9) CHANGE OF LAND USE FEES

(a) The fee for a change of land use, other than a request for a variance from a town ordinance, shall be \$250.00.

(b) There is NO FEE for a request for a variance from a town ordinance.

### (10) ALCOHOL BEVERAGE LICENSE FEES

(a) Unless otherwise specified in the code of ordinances of the town, the fee for an alcohol beverage license shall be determined in accordance with Table 07-05. The fee for each license category shall be specified on the application; and the total amount due shall be submitted with the application.

(b) Failure to submit the total fee due, will delay processing of the application and may be considered grounds for refusal to issue or re-issue a license to the applicant.

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**TABLE 07-05**

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Reserve "Class B"[Intoxicating Beverage]	[\$10,000.00]
Class "A" [Beer]	[\$500.00]
Class "B" [Beer]	[\$100.00]
"Class A" [Liquor]	[\$500.00]
"Class B" [Liquor]	[\$500.00]
"Class B" [Winery]	[\$100.00]
"Class C" [Wine]	[\$100.00]
Operator	[\$25.00]
Manager	[\$25.00]
Temporary Class "B" [Picnic/Beer]	[\$10.00/day]
Temporary "Class B" [Picnic/Wine]	[\$10.00/day]

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### (11) EMERGENCY RESPONSE REIMBURSEMENT FEES

Unless otherwise specified in the code of ordinances of the town, the fees for emergency services provided in accordance with the provisions of s. TCG 11.02(6)(b), and ss. 60.557 and 166.22, Stats., by the Cottage Grove Volunteer Fire Department, or on their behalf in accordance with a signed mutual aid agreement; shall be determined in accordance with Table 07-06.

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**TABLE 07 – 06**

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Fire Department Pumper	\$ 35.00 / Hour
Fire Department Tanker	\$ 25.00 / Hour
Fire Department Rescue Squad Truck	\$ 20.00 / Hour
Fire Department Utility Van	\$ 20.00 / Run
Fire Department Brush Truck	\$ 15.00 / Hour
"Jaws of Life"	\$ 20.00 / Run
Fire Suppressant Foam	\$ 16.00 / Gallon
Emergency Response Personnel – Each	\$ 5.25 / Hour

### (12) DOG LICENSE FEES

Unless otherwise specified in the code of ordinances of the town, a fee of \$2.50 per license, shall be paid to the town; in addition to the amount imposed by Dane county.

### (13) PARADES AND PROCESSIONS FEES

[Fees to be developed.]

### (14) MASSAGE ESTABLISHMENT LICENSE FEES

[Fees to be developed.]

### (15) BUILDING PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the town, the fee for a building permit shall be determined in accordance with Table 07-12. The fee for each permit category shall be provided to the applicant, with the building permit application. The total amount due at the time application is made, shall be submitted with the application.

(b) Failure to submit the total fee due, will delay processing of the application and may be considered grounds for refusal to issue or re-issue a building permit.

(c) Any inspection fee resulting from a site inspection activity which occurs after the

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building permit was issued; shall be due and payable to the town clerk, within 10 days of written notification that the inspection was conducted.

(d) Failure to remit any subsequent inspection fee due; may be considered grounds for the building inspector to withhold the final inspection and certificate of occupancy.

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**TABLE 07-12**

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\*FEE SCHEDULE. Penalty for failure to obtain a permit before starting work shall be double fees. This shall be in addition to any other penalties provided elsewhere in this ordinance. A processing fee of twenty-five dollars (\$25) shall be assessed for each permit application, which is returned.

\*FEE SCHEDULE TO INCLUDE TOTAL SQUARE FOOTAGE.

State Seal	\$30.00
Administrative	3.0 cents per square footage
Plan Review	1.0 cents per square footage
Building	5.5 cents per square footage
Plumbing	3.5 cents per square footage
Electrical	3.5 cents per square footage
HVAC	3.0 cents per square footage
Erosion	1.5 cents per square footage
Early Start Permit	\$50.00
Minimum Permit Fee	\$50.00(with exception of re-roofing)
Re-Inspection Fee	\$50.00
Special Inspection	\$50.00
Failure to call for Inspection	\$50.00

\*Remodeling and alterations to include: re-roofing, re-siding, decks, etc. over \$50.00

Re-siding	\$85.00
Re-roofing	\$35.00
Decks	\$60.00

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\*All Remodeling to Include: Garages and Out Buildings, and Farm Out Buildings

\$65.00 - Construction Only  
\$50.00 - Electrical  
\$50.00 - Plumbing  
\$50.00 - HVAC

*Permit for Inspection of building to be moved PRIOR to moving	\$60.00
*Permit for Moving Building	\$50.00
*Permit to remodel residential buildings that were moved	\$500.00
*Driveway Permit	\$75.00
*Renewal of Expired 1 & 2 Family	\$500.00
(Pro-Rated as Per Progress)	\$150.00

*Commercial Building	\$4.00 per \$1,000 of project cost + permit (\$150.00 minimum)
*Plan Review	\$100.00
*Administrative	3 cent per square foot (minimum fee \$50.00)
*Electrical Permits	5.5 cents per square foot (minimum fee \$75.00)
Plumbing Permit	5.5 cents per square foot (minimum fee \$75.00)
HVAC	4.5 cents per square foot (minimum fee \$75.00)

### (16) NONMETALLIC MINING PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the town, a permit fee of \$250.00, in addition to any fee specified in 07.02(9), if the application requires a change of land use; shall be paid to the town for a nonmetallic mining permit.

(b) Failure to submit the total of all town fees due at the time of application, will delay processing of the application and may be considered grounds for refusal to issue or re-issue the nonmetallic mining permit.

### (17) BLASTING PERMIT FEES

(a) Unless otherwise specified in the code of ordinances of the town, the fee for a blasting permit shall be \$20.00 for a short term permit, and \$100.00 for a long term permit; in addition to any fee specified in 07.02(9), if the application requires a change of land use. The fee for each permit category shall be specified on the application; and the total amount due shall be submitted with the application.

(b) Failure to submit the total fee due, will delay processing of the application and may be considered grounds for refusal to issue or re-issue the nonmetallic mining permit.

### (18) FIREWORKS USE PERMIT FEES

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(a) Unless otherwise specified in the code of ordinances of the town, the fee for a fireworks use permit shall be \$20.00.

(b) Failure to submit the total fee due, will delay processing of the application and may be considered grounds for refusal to issue the permit.

### **(19) IMPACT FEES**

[Fees to be developed.]

### **(20) EQUIPMENT RENTAL**

The fee to be determined at the (going rate) at the time of rental by the appropriate town official in consultation with the Town Board.

### **(21) EFFECTIVE DATE**

This section shall take effect upon passage and publication.